



**County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

425 Shatto Place, Los Angeles, California 90020
(213) 351-5602

PHILIP L. BROWNING
Director

August 24, 2012

Transmitted via Electronic Mail

**REQUEST FOR QUOTATION
FOR
CHILD DEVELOPMENT/CHILD CARE STAFF**

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Dear Prospective Contractors:

The County of Los Angeles Department of Children and Family Services (DCFS) is requesting pricing and availability quotations for Child Development/Child Care Staff, a minimum staffing level of 4 staff for each 8 hour shift, to cover up to 3 shifts per day at its Child Awaiting Placement Centers (CAP) centers.

DCFS opened its CAP Center on July 16, 2012, adjacent to the LAC-USC Medical Hub, enabling the Department to divert children ages 0-10 to a separate, child friendly environment in a more comfortable facility. This 23-hour CAP Center, operates on a 24/7 basis, serving children who have experienced a placement disruption (on a current open case) or have just been detained by DCFS from their biological families and are in need of a placement; in a safe environment.

Children receiving CAP Center Services receive short-term care and supervision (e.g., food, clothing, a comfortable place to rest, bathe and play) while an aggressive search for placement takes place. The CAP Center provides:

- crisis support,
- case management,
- assessment services (medical/mental).

The goal of the CAP Center is to reduce and decrease the trauma of removal and/or placement disruption by providing a safe place with caring staff for children, and thus allow for a team to focus on finding the most appropriate placement.

Target and Estimated Service Population

An average of 150 children (girls and boys) per month, (or a daily average of five children, not to exceed 15 at any one time) may receive services at the CAP Center (ages 10 and under).

Siblings (children 10 and under) who have a sibling age 11 or older may receive services at the CAP Center, in addition to teenage mothers and their infant child.

CAP Center Core Operational Plan

The anticipated staffing configuration for the CAP Center will include professionals and paraprofessionals working shifts that cover 24 hours, seven days per week.

"To Enrich Lives Through Effective and Caring Service"

Children can be brought in at any time of the day or night.

1. Facility - the CAP Center is located adjacent to the LAC+USC VIP Center. It is a 2,000 sq. ft. rectangular room, equipped with necessary amenities such as sofas, tables, chairs, cribs, a TV, a kitchen area, and bathrooms. There is also a storage room that houses a washer and dryer.
2. The maximum recommended number of children to be served at any one time is 15.
3. An aggressive team searching for placement – including a focus on moving children into care, ideally within 4-6 hours will be housed at ERCP Broadway for the time being.
4. Staffing (professionals, paraprofessionals and supervisors)
5. Strict adherence to a policy that no child is to remain at the CAP Center for a period exceeding 23 hours.

Intake Process

When a child arrives at the CAP Center, the child will go through an intake process that includes having the child's information entered into the *Child Awaiting Placement* log in real time. In addition, this intake process is designed to make contact with the child(ren) to identify their needs (medical, mental health, crisis intervention, physical and emotional, etc.) so that these needs can be addressed appropriately. As part of the intake process, the CAP SCSW or CSW will make an e-HUB referral so that the child may receive a medical and mental health assessment.

Activities and comfort services

After the intake, which includes the medical and mental health examination, activities and support will be designed to fit the child's age and needs. Immediate needs, such as changes of diapers, clean clothing, medication, and staff will address nutritional needs. Medication will be secured and administered by Hub nursing staff.

There will be hot meals provided for breakfast, lunch, and dinner, as well as healthy snacks. Close supervision and monitoring will be enforced to ensure the safety of children while they are in care. Children in need of individual attention in order to soothe and comfort them from the major disruption they recently experienced will be attended to by caring and knowledgeable staff. The Center is designed to have infants in cribs in one section, while older children will have futons and roll-away beds with side rails. All beds and cribs will have clean linens and the on-site laundry services will ensure that the linens are changed daily and meet hospital standards.

An informal orientation to the Center and available age-appropriate activities will be provided as time allows and depending on the emotional and psychological state of the children.

Security

The CAP has a security guard present 24/7. Each child is electronically banded preventing their removal from the facility unless the person accompanying them has a matching electronic wristband. In addition, the site has security cameras inside the facility as well as at the jungle gym area.

Staffing

Supervising Children's Social Worker

DCFS Supervising Children's Social Workers (SCSWs) will be assigned to the CAP Center and responsible for the "intake process" of each child, and the supervision of the paraprofessional staff the CAP Center.

The SCSWs will serve as liaison to LAC+USC for any issues that arise and responsible for logging out the child (ren) from the CAP Center when the child (ren) leaves for placement.

In addition, the SCSW will have supervisory duties such as keeping track of schedules; time card approval, time studies, performance evaluations, and all persons assigned to work at the CAP Center will report directly to and take direction from the SCSW.

The SCSW will report to an Assistant Regional Administrator (ARA) at the CAP Center.

Assistant Regional Administrator

A project manager at the ARA level will be housed at the CAP Center and will provide administrative oversight for the site. Any issues of supervision will be discussed and addressed as needed.

Regional Administrator

The RA will be housed at ERCP site but will be kept abreast by the ARA of the daily operation of the CAP Center.

Please provide Quotation for the Paraprofessional Staff

Paraprofessional staff:

The paraprofessional staff (e.g., child care staff, human services aides, technical assistants and clerks) will make sure that the child's immediate needs are met, and will perform child-care activities, such as feeding, bathing and/or grooming, and supervising the child, whether they are playing or sleeping.

The paraprofessional staff may be required to provide transportation services to children to a placement location, as needed; however, depending on the number of children at the CAP Center, assistance may be required from the DCFS ERCP so that the CAP Center is never under the recommended staff to child ratio.

The staff will engage the child to make sure that they feel comfortable and at ease, until they leave for their placement.

Minimum staffing levels, 4 for each 8 hour shift, for up to 3 shifts per day.

How To Respond – Paraprofessional Staff Quotation

This is not a request for proposals. This is a request for quotation to determine the level of interest and estimated pricing and qualifications of prospective contractors in providing Child Development/Child Care Staff at the CAP Center. The County may issue a purchase order or enter into a contract for child development/child care staff at the CAP Center, or may use the information gathered for research purposes only. If your organization is interested, we would appreciate and welcome your Quotation.

The Quotation must:

- Be typewritten with a one inch margin on all sides on a 8 ½" X 11" white bond paper, single spaced, typed in 10 font, and no more than 6 pages;
 - Be on the organization's letterhead;
 - Identify the organization's Chief Executive Officer, Child Care Staffing Administrator, and its Board of Directors, including the telephone number and email address for each person;
- Include a summary of the organization's mission.
- Detail your organizations ability to provide Child Development/Child Care Staff; and identify your background clearance (Live Scan and any other checks and clearances completed) process for your child development and or child-care staff.
 - Specify the specialized educational background and experience of staff you are providing a price quote to provide these services.
 - Include the educational background and experience interfacing with children who:
 - have recently experienced the trauma of a placement disruption, and/or
 - are being newly detained by the child welfare system.
- Include a separate price quote sheet that details the prices quoted for Child Development and or Child Care Staff identifying any difference in quoted prices that are dependent on staff qualifications, and scheduled work hours.
 - Identify the number of shifts each day and hours per shift, your quote includes.
 - We are asking for 4 staff per shift, and
 - Shift coverage up to 24-hours per day, seven days a week.
 - Clearly identify any shift start time differential or week-end, or holiday prices.
 - Identify how much actual salary of your price quote will be paid to the actual worker, for each quoted element (education/experience) price differential.
 - Identify your required start up time after receipt of purchase order or execution of a signed contract for up to each of the 3 shifts to cover the 24-hour day.
 - Include your payment terms.
 - Provide the number of days this price quote is valid for.
 - We are requesting all price quotes be valid for a minimum of 180 days.
- Include the signature of two individuals who are authorized by your organization's Board of Directors, or Corporate officers to sign on behalf of the organization and bind the organization in a Contract, or accept a Purchase Order.

False, misleading, incomplete, or deceptively unresponsive statements in connection with this Request for Quotation shall be sufficient cause for rejection of the Request for Quotation.

The deadline for submitting a Price and Staffing Availability Quotation for Child Development/Child Care Staff is **Friday, August 31, 2012 at 12:00 Noon** Pacific Standard Time. The County shall not be liable for any costs incurred by the Prospective Contractor to prepare and submit this price quotation. Nothing in this RFQ shall obligate the County to award a Contract, or issue a purchase order.

Submit the signed Price and Staffing Availability Quotation for Child Development/Child Care via Electronic Mail to:

County of Los Angeles
Department of Children and Family services
Contracts Administration Division
Attention: CAP Center Price Quotation
425 Shatto Place, Room 400
Los Angeles, CA 90020
Email: flaggd@dcfs.lacounty.gov and chengj@dcfs.lacounty.gov

For more detailed information, interested persons may contact Diana Flaggs, at (213) 351-5696 or e-mail at flaggd@dcfs.lacounty.gov or Jay Cheng, Contracts Analyst at (213) 351-5599 or e-mail at chengj@dcfs.lacounty.gov.

Sincerely,



Diana Flaggs, Administrative Services Manager II

DLF:jc

Attachment

Attachment A

Below is the data that shows the total number of children ages 0-19 (which may include repeat entries) that arrived at ERCP to await placement from January to May 2012:

January	February	March	April	May	Total
292	310	344	328	403	1,677

Below is the data that shows the number of children, age 10 and under who arrived to ERCP to await placement from January to May 2012:

Ages	January	February	March	April	May	Total
0-2	56	63	65	62	57	303
3-5	34	34	46	51	43	208
6-10	45	35	50	41	63	234
Total	135	132	161	154	163	745*

*This number reflects an average of 149 ($745 \div 5$) children per month, or an average of 5 per day age 10 and under. This number is also approximately 44% of the total number of children that arrived to ERCP during this current year.

(The difference between 1677 and 745 is 932, which is approximately 56% - the children that arrived at ERCP Age 11 and over.)